

Department of Accounts

Payroll Bulletin

Calendar Year 2005

April 18, 2005

Volume 2005-05

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

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Payroll Audit Tool (PAT), Version 4.1

PAT

The Payroll Audit Tool (PAT) is a Windows compatible automated desktop application that facilitates the review and comparison of key payroll and leave information using reports and data downloaded from the CIPPS FINDS downloading system. PAT can be used to generate summary, informational, or comparison reports in a user-friendly format to:

- Audit and review payroll activity and expenditures.
- Analyze payroll activities and/or certification processes.
- Expedite the tracking and analysis of payroll expenditures for reconciliation and budgeting

The Payroll Audit Tool has been updated and version 4.1 is available for download from DOA's website:

http://www.doa.virginia.gov/procedures/Payroll/PAT/PAT_Intro.htm

Updated instructions on all of the reports in PAT V4.1 will soon be available in CAPP Topic 70735, FINDS: CIPPS Payroll Audit Tool (PAT).

Payroll Audit Tool, continued

What's New In V4.1

The following changes have been made in the new version:

- Reports have been re-organized based on functionality
- *New Reports:*
 - **Report 10 Salary/Rate and Regular Pay Comparison Report** – Reports differences in regular pay compared to Salary/Rate.
 - **Report 10 Employee Totals** – Provides option to select either salary or wage employees. Includes rate, regular hours, overtime hours, regular earnings, overtime earnings, and total gross earnings.
 - **Special Pays Listing** - Lists salaried employees who have any special payment received other than Imputed Life.
 - **Deduction Amount Change Comparison (Excludes Taxes)** - Lists changes to employee deduction amounts between selected files.
 - **State and Federal Tax Deduction Comparison (Excludes Imputed Life)** Reports differences in federal and/or state tax deductions when gross earnings (less Imputed Life) remain the same. Changes in taxes resulting from a change in salary rates are not reported.
 - **Active Employees Leave Balances** – Provides a list of current leave balances for active employees.
- *Existing Reports:*
 - **Deduction & Special Pay Comparison Report** – Excludes changes to Imputed Life (IMPLIFE) and the variable (net - DDCHKING and DDSAVING) direct deposit deduction amounts and FICA taxes.

Summary of Applications

The following table identifies the general categories of PAT reports and provides an explanation of their functionality. Titles of the new reports are in italics.

Category	Reports	Common Application
PreCert Packet Reports	<ul style="list-style-type: none"> • Summary Report 10 • <i>Sal/Rate & Reg Pay Compare</i> • <i>Report 10 Employee Totals</i> • <i>Special Pays Listing</i> • <i>Ded. Amount Change Compare</i> • <i>Tax Ded Amount Compare</i> • Rate Amount Change Compare 	Used in pre-certification processing to identify differences between any two downloaded Report 10 files.
PostCert Packet Reports	Report 10 Comparison Report	Used in post-certification processing to identify differences between Report 10 pre-Calc or Edit and Report 10 pay-calc or Payrun downloads.

Payroll Audit Tool, continued

Summary of Applications, cont.

Category	Reports	Common Application
Summary Reports	Gross Pay Totals	Provides summary totals sorted by user preference from a Report 10 file in conjunction with an employee data file. Used for payroll certification, VEC reporting, or budgeting.
	<i>Check Number Listing</i>	A brand new report that provides a list of check numbers from a Report 10 file, sorted by check number or organization level based on user choice.
Deduction & Special Pays Reports	Deduction & Special Pays Listing	Lists current and YTD amounts for all deductions and special pays by employee within organizational code level from the selected Report 10 file.
	<i>Deduction & Special Pays Comparison</i>	Identifies differences between any two downloaded Report 10 files in current amount of all deductions and special pays except for Imputed Life and Direct Deposit.
Leave and Employee Reports	<ul style="list-style-type: none"> • <i>Active Employees Leave Balances</i> • Active with Balances < 20 	Uses the selected downloaded Master File to report leave balances for active employees.
	Master File Change	Reports master file and tax file changes occurring between pay periods. Used for the pre- and post-certification process to ensure that all changes have been made, or that no unauthorized changes were made after the certification of the payroll.
	Employee Master Data	Summarizes employee master file information individually or by company, including leave data.

Payroll Audit Tool, continued

Summary of Applications, Cont.

Category	Reports	Common Application
U033 Reports	<ul style="list-style-type: none"> • Comparison • Budget Factor • Compile YTD PC Database • Summary • YTD Report 	Provides a summary or a comparison of selected U033 reports. Used in the post-certification process to summarize or detect differences in expenditures between payrolls, reports projected expenditures based on current figures, compiles expenditures for a defined period of time.
Wage 1500 Processing	Wage 1500 Reporting	Based on Employee Master and Report 10 files. Helps track wage employees' hours and compliance with 1500 hour policy.

Special Notes for PAT

- ⇒ Remove all prior versions of PAT from your pc before downloading Version 4.1.
- ⇒ PAT has not been tested in all environments. DOA assumes no liability in providing this software to you. If you feel you have a special environment (e.g., Windows XP) and/or are loading PAT on a critical computer, please consult your systems engineer for loading assistance.
- ⇒ Loading PAT 4.1 will "wipe out" retained Wage 1500 Reports and Adjustment File. If using Windows 95 or 98, you must move previously saved files for Wage 1500 reporting. Locate the c:\Program Files\PAT4 folder on your PC and copy the following three database files: Adjust.dbf, Report.dbf and R10files.dbf. Paste them in another folder, e.g., C:\My Documents\. After you have installed PAT4, copy the three files back to their original location -- c:\Program Files\Pat4. **Note: Windows XP users must consult with a systems engineer for directions.**
- ⇒ PAT Version 4.1 has been designed to work with .xls files. Files with .txt extensions will drop leading zeros when used in PAT.
- ⇒ It is imperative that punctuation in the employee name and address fields (e.g., "Smith, Jr.") in CIPPS is removed before using PAT. Failure to do so will cause distortion in the reports.

Menu Link

Changes in Menu Link

Accumulation screens have been added to the options available through use of the Menu Link function in CIPPS. To get to this screen, enter MCIP in the Command Qualifier Field and CMEXX in the Database Identifier/Screen ID field. Pressing Enter will take you to the CIPPS Main Menu List. Place an X on the line in front of Select Employee Pay/Tax on the CIPPS Main Menu List.

```
SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> C MCIPP,CIPPS MAIN MENU LIST ON CMEXX

----- MILLENNIUM MENU -----
CIPPS MAIN MENU LIST
ENTER COMMAND--> GU PATTERN--> 00 TASK ID--> MCIPP
ENTER CMD QUALIFIER-> *
-----DESCRIPTION----- -----CMD QUALIFIER CONTENT-----
- SELECT NEW HIRE-SALARY
- SELECT NEW HIRE-WAGE
- SELECT REHIRE-SALARY
- SELECT REHIRE-WAGE
- SELECT WAGE TO SALARY
- SELECT SALARY PROMOTION
- SELECT SALARY TERMINATION
- SELECT EMPLOYEE RECIPROCAL TAX
X SELECT EMPLOYEE PAY/TAX

A205W-END OF LIST

04/13/05 08:59:23 1 M3LL CIP5
4B A 24/73

Connected to MS-SNA Server ACT75712 OVR NUM
```

Menu Link, continued

Select any or all of the screens listed on the page by inserting an X on the line in front of the screen name.

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> C      MPTAX,EMPLOYEE PAY/TAX                                ON CMEXX
                                                LEVEL 01 LINK FROM CMEXX

      ----- MILLENNIUM MENU -----
      EMPLOYEE PAY/TAX

ENTER COMMAND--> GU      PATTERN-->    TASK ID--> MPTAX
ENTER CMD QUALIFIER-> *

      -----DESCRIPTION-----      -----CMD QUALIFIER CONTENT-----
-      H0BAD - EMPLOYEE AUTO TAX INFO      CO,EMP
-      H0BHA - EMPLOYEE HOUR ACCUM         CO,EMP
-      H0BTS - EMP STATE/LOCAL TAX/TXBL    CO,EMP
-      H0BPA - EMPLOYEE PAY & HR ACCUM      CO,EMP
-      H10SA - EMPLOYEE SPEC PAY ACCUM      CO,EMP
-      H0BTT - EMPLOYEE YTD TAX/TAX AMT     CO,EMP
-      H0AUG - EMPLOYEE ST\LOC TAX INFO     CO,EMP,CNTRY,UNIT,ST,LOCAL
-      H0ATA - EMPLOYEE CO PAID TAX ACCUM   CO,EMP,CNTRY,UNIT,ST,LOCAL
-      H0ATB - EMPLOYEE TAX FILE ACCUM      CO,EMP,CNTRY,UNIT,ST,LOCAL
-      H0ATC - EMP/CO OASDI TAX ACCUM       CO,EMP,CNTRY,UNIT,ST,LOCAL
-      H0ATD - EMP THIRD PARTY ACCUM        CO,EMP,CNTRY,UNIT,ST,LOCAL
-      H0ATF - EMP LOCAL TAX ACCUM         CO,EMP,CNTRY,UNIT,ST,LOCAL
-      H0ATG - EMP/CO HI TAX ACCUM          CO,EMP,CNTRY,UNIT,ST,LOCAL
-      H0ATH - EMP/CO HI MED TAX ACCUM      CO,EMP,CNTRY,UNIT,ST,LOCAL

A205W-END OF LIST

                                04/13/05 08:13:06 1 M3LL CIP5
4B A                                08/02
Connected to M5-SNA Server          ACT7580B          OVR          NUM
  
```

Child Support

Child Support Questions

If you have questions about processing Child Support in Virginia or for other states, you may find the answers at this website maintained by the US Department of Health and Human Services, Administration for Children and Families:

www.acf.dhhs.gov/programs/cse/newhire/employer/contacts/iw_matrix.htm

Changes to HMCU1 – Employee Benefits

Retirement Code for Employees in Long Term - Working Status A new code has been added for use on the HMCU1 screen when an employee's status changes to LTD-Working. Changing the Retire Plan Code to **LT** will automatically change the frequency of the employee's deductions for Retirement Credit (015), Retirement (016), Group Insurance (020) and LT Disability (036) to "00" which turns off the deduction. It has no impact on the employee's Health Insurance deductions.

Other Changes to HMCU1 The informational messages generated from HMCU1 have been enhanced to be more relevant to the user. Another enhancement made to this screen separates the logic between health and retirement so a change to one doesn't automatically reactivate the other.

Report U016 – Monthly Contribution Worksheet

OGL Removed from Worksheet As announced in the March/April 2004 VRS Employer Update Bulletin, collection and member record maintenance responsibilities for Optional Group Life premiums were shifted from VRS to Minnesota Life effective July, 2004. Since the premiums no longer go to VRS, Report U016 has been modified to eliminate the information for Optional Group Life.

Questions regarding Optional Group Life premiums should be directed to Joseph Chang, Richmond Branch Office Manager for Minnesota Life. He may be reached through email at joseph.chang@minnesotamutual.com or by phone at 1-800-441-2258.

Savings Bonds

Utility Field Bond Balances are accumulated in positions 11-16 of the utility field so when you add a deduction for a savings bond, **do not put anything in position #11 through position #16** or you may cause a bond to be purchased in error.

Changes to H0BUO – Employee Job Description

Establishment Code	The Establishment Code permits the quarterly SUI wage report to be printed to meet the establishment report requirement of the Social Security Administration. Edits have been added so that this field will automatically default to the establishment code assigned to your agency by the Social Security Administration. There will be a warning message that says “Establishment code defaulted”, but once enter has been pressed again, the field will be populated with the correct value.
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NOTE: Incorrect Establishment Codes already entered on the H0BUO screen will not be changed unless a change is made on the H0BUO screen.

FIPS Code	This field has been enhanced with an edit that checks the validity of the entered value. If the value you enter prompts a failure message, refer to CAPP Topic 60104, Agency and FIPS Codes, for valid values.
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